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Charter Draft As Of December 18,  
2002December 2, 2002  
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## COTS Change Management Workgroup Charter Draft

May 22, 2006

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COTS Security Workgroup Charter  
Draft

### GENERAL INFORMATION

In the past, COTS chartered the Communications Workgroup to develop and maintain communications with the Commonwealth about COTS and it's activities. The Change Management Workgroup will assume the responsibilities of that group in addition to other, change management functions.

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**Workgroup Name:** Change Management **Date Established:** September 24, 2002

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**Modification Date:** n/a

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### WORKGROUP MISSION

The Mission of the Council on Technology Services (COTS) Change Management Workgroup is to advise and assist entities in the executive branch of Virginia state government that have responsibility for organizational change management activity. Organizational change management 's purpose is to minimize resistance to, and maximize support for, a change event through the use of best practice functions such as communications, training, and organizational design. The Workgroup will provide expertise and consultation in these areas.

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### WORKGROUP OBJECTIVES AND DELIVERABLES

To assist in the implementation of the Strategic Plan for Technology change management plan. Identify design features of the plan and act as a conduit of communication to various constituencies in the Commonwealth.

To assist in the identification of the various messages to be communicated about the Strategic Plan for Technology.

To assist in the identification of training needs that will make the implementation of the Strategic Plan for Technology more productive.

To assist in the identification of potential organizational design suggestions that will enable a smooth transition to a future (changed) environment.

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## WORKGROUP ORGANIZATION

The Change Management Workgroup is co-chaired by Philip Vasquez, DMV and Farley Beaton, Department of Taxation. Paul Lubic at the Department of Technology Planning (DTP) will staff it. We will solicit COTS members for their assistance in representing state agencies, stakeholders and other COTS Workgroups. Each member is expected to be active in meeting Workgroup objectives and be willing to volunteer technical assistance and technical staffing as needed.

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Deleted: The Security Workgroup is co-chaired by Ernie Steidle and Harry Sutton, CIOs of the Disability Services Agencies and the Department of Social Services, respectively. It will be staffed by Eric Perkins at the Department of Technology Planning (DTP). Paul Lubic of the DTP will represent the Statewide Information Security Office and the Virginia Office of Commonwealth Preparedness. We will invite Merritt Cogswell, the Directorrepresentatives of the Department of State Internal Audit (DSIA) and the Auditor of Public Accounts (APA) for audit issues. We will invite Diane Horvathrepresentatives of DIT for operations and legislative issues. We will invite representatives of JMU, GMU for their statewide security programs. We will invite Shirley Payne of UVa as a representative of state colleges and universities without statewide security programs. We will invite Chuck Tyger of the DTP for assistance with the Ddue Ddiligence database. Finally, we will solicit COTS members for their assistance in representing state agencies, stakeholders and other COTS Workgroups. Each member is expected to be active in meeting Workgroup objectives and be willing to volunteer technical assistance and technical staffing as needed. ... [6]

**GENERAL INFORMATION**

In past years, COTS chartered a workgroup on Privacy, Security and Accessibility (PSA) and another workgroup on Digital Signatures. Both of these workgroups maintained websites that documented products which were subsequently presented to and approved by COTS. The PSA website is <http://state.vipnet.org/cts/> and the Digital Signature website is <http://www.cots.state.va.us/dsi/index.htm>. Since September, 2002, The Security workgroup will assume the work responsibilities of both of these workgroups. In addition, a new charter is also meant to respond to the Secretary of Technology's (SOT) Virginia Strategic Technology Plan.

**WORKGROUP MISSION**

The Mission of the Council on Technology Services (COTS) Security Workgroup was established to advise and assist entities in the executive branch of Virginia state government that have responsibility for information security activity. These entities exist to ensure a consistent level of IT security, protect IT Assets, ensure a high-level of IT Security skills among Virginia's IT professionals, communicate IT Security Alerts and Best Practices, respond to and recover from IT critical incidents, and promote coordination, cooperation and information sharing with the Virginia Office of Commonwealth Preparedness and state colleges and universities. Entities involved in technology security issues are the Statewide Information Security Office, James Madison University's (JMU's) Commonwealth Information Security Center, George Mason University's (GMU's) Center for Secure Information Systems, other COTS workgroups and state agencies in the Executive branch. The Workgroup would act as an Advisory Council to these entities, exchanging information, advice and recommendations.

A strategic security policy framework, the Security Enterprise Architecture and its companion, COV ITRM Standard SEC2001-01.1, identifies categories of security activity to be addressed by the Workgroup. The Virginia Strategic Technology Plan, Initiative 2, Agency Project 2 identifies a mission and specific tasks which require completion. These documents provide the strategic direction of the Security Workgroup. The next set of activities are short term and long term objectives that lead to consistent, statewide IT Security, protection of IT Assets, high-level IT Security skills among Virginia's IT professionals, communication of IT Security alerts and Best Practices, response and recovery from IT critical incidents, collaboration among stakeholders and an efficient and effective response to evolving Security technology

**WORKGROUP OBJECTIVES AND DELIVERABLES****Short-Term Objectives and Deliverables**

To identify assist in the identification of a Statewide Information Security program through the definition of responsibilities of IT Security entities in Virginia, colleges and universities and the Virginia Office of Commonwealth Preparedness.

To assist in the identification of identify the responsibilities of the Statewide Information Security Office in collaboration with other IT Security entities in Virginia and Virginia Office of Commonwealth Preparedness.

To assist in the identification of identify the responsibilities of the JMU's Commonwealth Information Security Center in collaboration with other IT Security entities in Virginia and Virginia Office of Commonwealth Preparedness.

To assist in the identification of identify the responsibilities of the GMU's Center for Secure Information Systems in collaboration with other IT Security entities in Virginia and Virginia Office of Commonwealth

Preparedness.

To assist in the identification of identify the responsibilities of state agencies in the Executive branch in collaboration with other IT Security entities in Virginia and Virginia Office of Commonwealth Preparedness.

To assist in the identification of identify requirements of a database of security characteristics of state agencies in the Executive branch. The database will be an extension of the Due Diligence database already in existence. It will address the thirteen categories of Security identified in the Security Enterprise Architecture and it's companion, COV ITRM Standard SEC2001-01.1, provide an integrated information source for Virginia IT Security entities and provide information which measure cost savings by a statewide security program. It will also provide a methodology to identify critical technology infrastructure and the manner in which it will be protected, incident and disaster response and recovery to assure business continuity and a method for formal internal and independent audit activity. Note that we may want to develop this database of security information separate from the due diligence database so that the security information can be kept exempt from FOIA requirements and allow the due diligence database to remain accessible to a wider customer base.

#### Long-Term Objectives and Deliverables

To assist with the Continued refinement of a Statewide Information Security program in cooperation with IT Security entities in Virginia, colleges and universities and the Virginia Office of Commonwealth Preparedness.

Identification of marketing and incentives for a Statewide Information Security Program with recommendations for implementation.

Promote coordination, cooperation and information sharing with the Virginia Office of Commonwealth Preparedness and state colleges and universities

Advice and assistance related to continued implementation of Virginia IT Security entities.

Recommendations for practical, efficient and effective implementation of evolving Security technology.

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Governor's Office

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## WORKGROUP ORGANIZATION

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## Workgroup Organization

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